

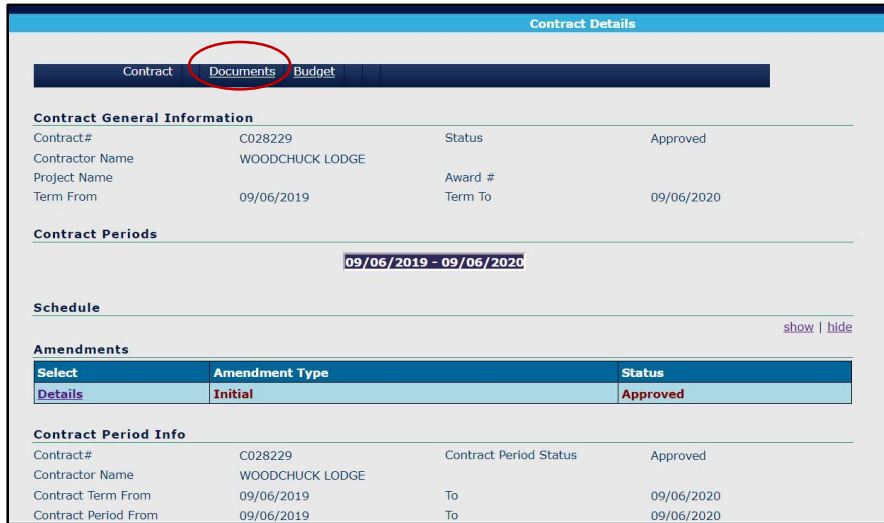


Contract Management System Viewing an Approved Contract

Follow the steps below to view an approved contract in the Contract Management System (CMS).
All CMS user roles are able to view an approved contract.

STEP	DISPLAY																																																								
1. Log into CMS (choosing any user role).																																																									
2. Select "List" from the main menu under the "Contracts" section.	<div><div>Management, Quality [CLAIMSIG] Logout</div><div>Home</div><div>Inbox</div><div>Contractor</div><div>Details</div><div>Log Screen</div><div>Claim</div><div>Budget Modification</div><div>Program Reports</div><div>Contracts</div><div>List</div><div>Correspondence</div><div>Search</div></div>																																																								
3. The "Contract List" screen will display all contracts for your organization.																																																									
Select the "Contract #" to navigate to the "Contract Details" screen.	<div><div>Contract List</div><div><div>Search Criteria</div><div>Contract Number <input type="text"/></div><div>Status <input type="text"/></div><div>Search</div></div><div><div>Contracts</div><table><tr><th>Contract #</th><th>Award #</th><th>Project Name</th><th>Amount</th><th>Term Amount</th><th>Contract Term</th><th>Status</th></tr><tr><td>TEE1006</td><td></td><td></td><td>\$1,000.00</td><td>\$1,000.00</td><td>10/01/2014 - 09/30/2018</td><td>In Process</td></tr><tr><td>TBPT002</td><td></td><td></td><td>\$1,000.00</td><td>\$1,000.00</td><td>10/01/2014 - 09/30/2018</td><td>Approved</td></tr><tr><td>BPT0041</td><td></td><td></td><td>\$1,000.00</td><td>\$1,000.00</td><td>06/01/2015 - 05/31/2019</td><td>In Process</td></tr><tr><td>BPT0054</td><td></td><td></td><td>\$1,000.00</td><td>\$1,000.00</td><td>06/01/2015 - 05/31/2019</td><td>Approved</td></tr><tr><td>BPT0059</td><td></td><td></td><td>\$1,000.00</td><td>\$1,000.00</td><td>06/01/2015 - 05/31/2019</td><td>Approved</td></tr><tr><td>MYTES10</td><td></td><td></td><td>\$500,000.00</td><td>\$500,000.00</td><td>04/01/2015 - 03/31/2020</td><td>In Process</td></tr><tr><td>MYTEST7</td><td></td><td></td><td>\$500,000.00</td><td>\$500,000.00</td><td>04/01/2015 - 03/31/2016</td><td>In Process</td></tr></table></div></div>	Contract #	Award #	Project Name	Amount	Term Amount	Contract Term	Status	TEE1006			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	In Process	TBPT002			\$1,000.00	\$1,000.00	10/01/2014 - 09/30/2018	Approved	BPT0041			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	In Process	BPT0054			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	Approved	BPT0059			\$1,000.00	\$1,000.00	06/01/2015 - 05/31/2019	Approved	MYTES10			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2020	In Process	MYTEST7			\$500,000.00	\$500,000.00	04/01/2015 - 03/31/2016	In Process
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4. On the "Contract Details" screen, select "Documents".



Contract Details

Contract Documents Budget

Contract General Information

Contract#	C028229	Status	Approved
Contractor Name	WOODCHUCK LODGE	Award #	
Project Name		Term To	09/06/2020
Term From	09/06/2019		

Contract Periods

09/06/2019 - 09/06/2020

Schedule

[show](#) | [hide](#)

Amendments

Select	Amendment Type	Status
Details	Initial	Approved

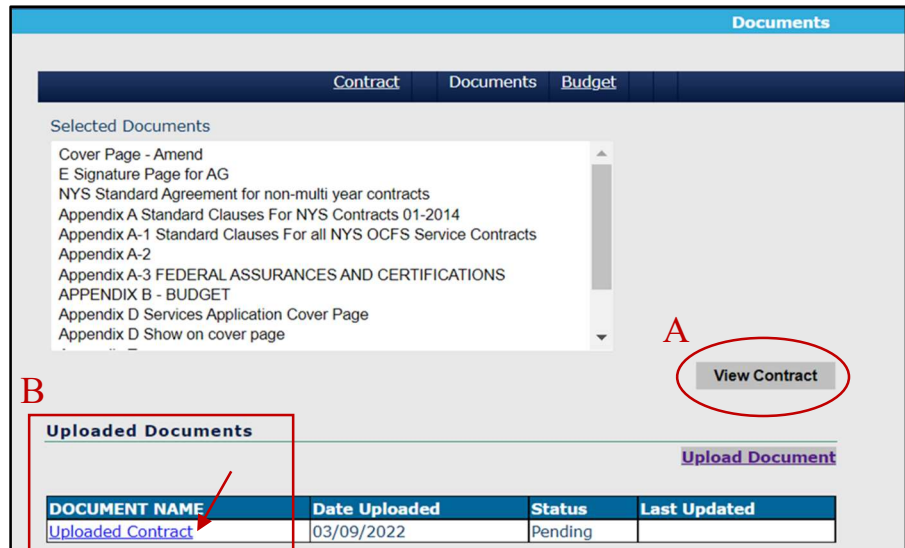
Contract Period Info

Contract#	C028229	Contract Period Status	Approved
Contractor Name	WOODCHUCK LODGE		
Contract Term From	09/06/2019	To	09/06/2020
Contract Period From	09/06/2019	To	09/06/2020

5. All documents that are part of the official contract package are listed on the "Documents" screen.

a. For electronically signed contracts: select "View Contract".

b. For paper contracts: Locate the "Uploaded Documents" section and then select your uploaded contract from the list.



Documents

Contract Documents Budget

Selected Documents

- Cover Page - Amend
- E Signature Page for AG
- NYS Standard Agreement for non-multi year contracts
- Appendix A Standard Clauses For NYS Contracts 01-2014
- Appendix A-1 Standard Clauses For all NYS OCFS Service Contracts
- Appendix A-2
- Appendix A-3 FEDERAL ASSURANCES AND CERTIFICATIONS
- APPENDIX B - BUDGET
- Appendix D Services Application Cover Page
- Appendix D Show on cover page

B

Uploaded Documents

DOCUMENT NAME	Date Uploaded	Status	Last Updated
Uploaded Contract	03/09/2022	Pending	

A

[View Contract](#)

[Upload Document](#)

Note: If you see an extra document listed (other than your uploaded contract), there may be additional language that was included in the final contract. Please contact your OCFS program manager for assistance.